



No.NIN/Admn/Pers/Assistant/LDCE/02

Date: 27.07.2026

CIRCULAR

Sub: Limited Departmental Competitive Examination (LDCE) for promotion to the post of Upper Division Clerk and Lower Division Clerk for the vacancies earmarked in the year 2025 in ICMR-NIN -reg.

A Limited Departmental Competitive Examination (LDCE) will be held for promotion to the post of Upper Division Clerk (UDC) in Pay Level-4 [Rs.25,500 – 81,100] of 7th CPC from among the eligible Lower Division Clerks (LDC) working in ICMR-NIN and a Limited Departmental Competitive Examination (LDCE) will be held for promotion to the post of Lower Division Clerk (LDC) in Pay Level-2 [Rs.19,900 – 63,200] of 7th CPC from amongst the eligible Multi-Tasking Staff (General) working in ICMR-NIN as per existing ICMR Administrative Cadre (Group 'A', 'B' & 'C') Recruitment Rules, 2017 amended vide OM No.16/155/2015-Admin-II dated 13.06.2017.

2. As per Recruitment Rules for the post of UDC, LDCs who have completed 5 years of regular service on 1st April of the year are eligible for promotion to the post of UDC under LDCE method for the respective year. Similarly, Multi-Tasking Staff (General) who have completed 3 years of regular service as on 1st April of the year shall be eligible for promotion to the post of LDC under LDCE method for the respective year.

3. Accordingly, Offline applications in the prescribed format (Annexure-1) are invited for LDCE to the post of UDC from the eligible Lower Division Clerks in Pay Level – 2 of 7th CPC who have rendered a minimum of 05 years of regular service in the grade as on 1.4.2025 and working in ICMR-NIN. Similarly, offline applications in the prescribed format (Annexure-2) are invited for LDCE to the post of LDC from the eligible MTS(General) in Pay Level – 1 of 7th CPC who have rendered a minimum of 03 years of regular service as on 1.4.2025 in the grade and working in ICMR-NIN.

4. Requisite Educational Qualification for the post of UDC:

- Degree of a recognized university of equivalent.
- Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word.)

5. Requisite Educational Qualification for the post of LDC:

- 12th Class pass or equivalent from a recognized Board or University.
- Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word.)

6.The Breakdown of vacancies for under LDCE:

Post Name	No of posts and Category
UDC	1 (UR)
LDC	1 (UR)
TOTAL	2

7. The candidates may kindly note that LDCE is a competitive exam and the final selection will be based on the candidate's merit position and availability of vacancies in the respective post. Mere qualifying the LDCE does not confer the right to promotion or inclusion in the selection list.

8. How to apply:

- a. All eligible LDCs with essential criteria detailed in para.3 above and are willing to appear in the LDCE may submit the duly filled offline application (Annexure-1) along with photocopy of certificates to the Personnel Section, NIN **on or before 29.07.2026 (5:00 pm)**.
- b. All eligible MTS (General) with essential criteria detailed in para.4 above and are willing to appear in the LDCE may submit the duly filled offline application (Annexure-2) along with photocopy of certificates to the Personnel Section, NIN **on or before 29.07.2026 (5:00 pm)**.
- c. The applications will not be accepted after the closing time and date.
- d. The details of the candidates will be verified by the Personnel Section and only the applications of candidates eligible on the prescribed dates will be accepted for further process.

9. Important Note:

- I. The candidature of the applicant(s) is/are subject to Vigilance clearance.
- II. Any period of ad-hoc/officiating appointment, will not be considered as regular service, to determine the eligibility of the candidate.
- III. If at any point of time, any information provided by the candidate is found to be incorrect, disciplinary/administrative action shall be initiated against the employee concerned and also against the officer certifying the details.
- IV. The date & Venue of examination will be notified in due course of time. However, candidates are advised to remain prepared to appear in the examination at a short notice.

10. Scheme of Examination for the post of UDC and LDC:

- a. The Examination is of 100 marks consisting of two modules (I & II) as detailed below:

	Module-I	Module – II (Skill Test)
Exam Details	MCQs	Computer Typing Test
Maximum Marks	100 marks	Qualifying in nature
Duration	90 minutes	10 minutes
Mode of Exam	Offline (Pen and Paper)	on Computer
Marking Scheme	1 mark for every correct answer. No negative marking for incorrect answers.	Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer.
Medium of Exam	English	English /Hindi (as per choice)
Module wise Minimum Qualifying Marks	UR – 50 marks	Candidates failing in the speed test will not be considered for promotion.

- b. Candidates not qualifying the skill test (Typing speed test) or securing the **minimum qualifying marks in module-I** will not be considered for the merit list.

11. Syllabus of the examination:

Syllabus of LDCE for the post of Upper Division Clerk	
Module	Syllabus
Module – I	<u>Basic questions on the following topics:</u> Manual of Office Procedures, CCS Rules (CCA, Leave, LTC, conduct etc.), Pension Rules & NPS Rules, TA/DA & Joining Time Rules, Recruitment/Appointment & Promotion Rules, RTI Act, Reservation Rules, Procurement through GeM & GFR, English language.
Module – II (skill Test)	Typing of a passage in English/Hindi language as per preference in the speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer.

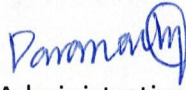
Syllabus of LDCE for the post of Lower Division Clerk	
Module	Syllabus
Module – I	Basic questions on the following topics: CCS Rules (CCA, Leave, LTC, conduct etc.), TA/DA & Joining Time Rules, English language.
Module – II (Skill Test)	Typing of a passage in English/Hindi language as per preference in the speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer.

12. Preparation of Merit list:

- The Final merit list will be prepared on the marks scored in module-I (MCQ Test) i.e. on 100 marks. Provided the candidate has qualified the Typing Test.
- In case of more than one candidate securing equal marks, tie will be resolved as under:
 - First by using date of birth, with older candidates placed higher.
 - If not resolved by 12(b)(i), the number of wrong answers will be used wherein those with the less wrong answers will be placed higher.

13. The Director, ICMR-NIN reserves the right to: -

- Modify/cancel this notification and/or the examination process at any point of time.
- For any queries/clarification regarding this notification, the applicants may contact the Establishment Section, ICMR-NIN.

 27/7
 Sr. Administrative Officer
 for Director

Annexure-1

**APPLICATION FORM FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION (LDCE) FOR THE
POST OF UPPER DIVISION CLERK AT ICMR-NIN**

S. No.	Particulars		
1	Name (In Block Letters)		Passport size photo
2	Father's Name		
3	Post / Designation		
4	Date of joining in Present Post / Designation		
5	Time period completed in Present Post / Designation		
6	Present Department/ Section		
7	Pay Level (Present)		
8	Cell/ Phone No.		
9	Email Id		
10	Date of Birth		
11	Category		
12	Date of joining in ICMR/ ICMR-NIN		
13	Date of Last promotion (LDCE/DPC)		
14	Additional Information, if any		

15. Educational Qualification: Starting with 10th std:

Examination	Branch / Stream	Name of College / University	Year	Percentage/ Grade	Class/ Division

(All Certificate copies must be attested and attached)

16. Nature of duties performed: (In Brief)

DECLARATION

I, hereby declare that the information furnished in the application is true, complete and correct to the best of my knowledge and belief. I am fully aware that in the event of any of the above information furnished by me being found false or incorrect at any stage, my candidature/ appointment is liable to be summarily cancelled/ terminated without any notice or compensation.

Date:

Place:

(Signature of Applicant)

Annexure-2

APPLICATION FORM FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION (LDCE) FOR THE POST OF LOWER DIVISION CLERK

S. No.	Particulars		
1	Name (In Block Letters)		Passport size photo
2	Father's Name		
3	Post / Designation		
4	Date of joining in Present Post / Designation		
5	Time period completed in Present Post / Designation		
6	Present Department/ Section		
7	Pay Level (Present)		
8	Cell/ Phone No.		
9	Email Id		
10	Date of Birth		
11	Category		
12	Date of joining in ICMR/ ICMR-NIN		
13	Date of Last promotion (LDCE/DPC)		
14	Additional Information, if any		

15. Educational Qualification: Starting with 10th std:

Examination	Branch / Stream	Name of College / School	Year	Percentage/ Grade	Class/ Division

(All Certificate copies must be attested and attached)

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Date:

Place:

(Signature of Applicant)